

FOODSHARE

Job Posting – January 2019

Title: Driver – Part-time/Casual

Position Summary: Foodshare seeks a **Driver** responsible for making safe, professional, and timely pick-ups and deliveries of food while maintaining excellent relationships with food donors, partner agencies, and food recipients. The qualified candidate will also assist, as needed, in the operations of Foodshare's warehouse. This position reports to the Logistics Manager.

Responsibilities:

- Make safe, professional and timely pick-ups and deliveries of food.
 - Follow assigned schedule as determined by the dispatcher / Logistics Manager.
 - Maintain positive relationships with food donors, partner agencies and food recipients.
 - Follow appropriate procedures for food collection and distribution, including all health and safety regulations for food handling.
- Help maintain the trucks in a neat, safe and sanitary fashion.
 - Clean trucks on a regular schedule.
 - Perform daily safety inspection of trucks and notify Logistics Manager of any problems.
 - Complete required paperwork including, but not limited to, daily mileage and trip logs.
- Work closely with the Warehouse & Facilities Manager to ensure complete and accurate record-keeping of food received and distributed.
 - Acknowledge receipt of all donations in accordance with operating procedure.
 - Assist with loading and unloading of food including accurately counting, weighing and recording loads.
- Report to the Logistics Manager any comments or concerns related to donors, food donations, or distribution sites a timely manner.
- Assist with warehousing functions.

Education and Experience:

- 3 years of verifiable driving experience required.
- Commercial Driver's License (CDL) with safe driving record; must be licensed to drive vehicles with air brakes.
- Class A license preferred.
- Legible handwriting and basic math skills adequate to complete inventory-related assignments.
- Road test with Logistics Manager required prior to hire.

Key Skills:

- Ability to interface well with multi-ethnic and multi-cultural groups.
- Good communication skills.
- Ability to lift up to 50 pounds.

Other:

This is an hourly position working part-time/as needed to cover absences in the Transportation Department. Hours will fall between Monday and Friday from 7am to 3:30pm. This position is subject to pre-employment drug testing and random drug screening during employment, as required by law.

To apply please submit a resume and salary requirements to:

HFDhiring-050@foodshare.org

Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Foodshare maintains a drug-free workplace.